



Whitney Street School

The Whitney Way - The Way We Learn

Ko te ara o te Witini - te āko tika

Honest ✓

Caring ♥

Respectful ★

Learners 🌀

We learn by being self-managing thinkers who are collaborative & connected

2021

School Under Alert Level 2 Parent Procedures / Guidelines

The Ministry of Health and Ministry of Education have assured us that under Alert Level 2 schools are safe because our hygiene habits will be strong and we will put into place safe and sensible practice. It is recommended that all children should be at school, and your child should only stay at home if they are at greater risk of getting severe illness from Covid-19, in isolation, or awaiting test results. As teachers will be in class, distance learning cannot be provided for any students that parents are choosing to keep home. Please read the information below to ensure we can keep everyone happy and safe at school.

1. What Children Bring with them to School

- Children must bring their own named drink bottle with water, as drinking fountains will remain closed.

2. Entry to and Exit from School

- Parents/Caregivers to drop and collect children from outside school gates where possible. It is recommended that as few adults as possible are on site. If you do need to come on site, ie. For a New Entrant drop off or visit, we ask that you please wear a mask.
- Students should not be arriving at school before 8:30am. *If* students arrive before 8.30am they need to wait on the deck where they will be supervised.
- The bell will ring at 8:30am to signal for children to go into class.
- All teachers will be in class from 8:30am to meet the children as they arrive.
- It is recommended that only children enter the classroom. If a parent/caregiver needs to discuss anything with the teacher, please email the teacher as a first step. If a parent/caregiver needs to go into the classroom they must check with the teacher first, sign the Contact Tracing Register and use the QR Code to scan in and maintain a 1m distance.
- Any parent/caregiver coming on site but not going into a classroom will need to record their name on the Contact Tracing Register at the office, maintain 2m distance from others, and need to be off site as quickly as possible.
- New Entrant parents/caregivers in Room 5 and 6 will be able to visit, and we will be keeping a separate register for this.
- Pedestrian Crossings - please try to maintain 2m distancing at both pedestrian crossings and also by the Etham Road gate where congestion can occur.

3. Office

- The office will be open, however we ask only two parents at a time to enter the office and wait on the markings. You will also need to sign the Contact Tracing Register.

4. Safe Practices

- Teachers will ensure all children are explicitly taught and given time to practice the Health and Safety conditions for being onsite. These are as follows:

- a. Social distancing - no breathing on or touching each other (use short aeroplane arms or chicken wings as a guide), spread out seating arrangements as much as possible, own containers for pens/pencils, etc.
- b. Hygiene
 - Use of hand sanitiser or washing of hands on entry and exit of classroom
 - Washing of hands regularly - facilities available in each classroom.
 - Paper towels to dry hands
 - Cough or sneeze into elbow
 - Use of assigned toilets - one person to the toilet at a time
 - Doors to cloakrooms where bathrooms are, are wedged open
 - Wipe door handles regularly
 - Wipe tables and high use surfaces regularly with antibacterial spray.
 - Monitor students for any sign of COVID-like symptoms and you will be contacted to pick them up. Please ensure your contact details, including emergency contacts, are up to date. If there are any changes let Adele or Michelle in the office know.
- c. Breaks - morning tea and lunch
 - Eat in designated class areas with safe distancing and supervision
 - Teachers will emphasise that food is not to be shared
 - Clean hands with hand sanitiser before eating
 - Playground supervised and areas checked to ensure not too much congestion
 - Shared PE equipment such as balls cleaned after each break
- d. Ventilation
 - Windows and doors in classrooms and shared spaces will be opened regularly to allow for the circulation of fresh air - especially during morning tea and break times.

5. Sick Child / Absences

- If your child is feeling unwell and displaying any respiratory symptoms such as a cold, a head cold, blocked ears, cough, sneezing, chills and a fever then they must **stay at home**. Contact the Healthline 0800 358 5453 or your doctor immediately for advice.
- If anyone in a family has come in contact with someone who has been asked to self isolate by Healthline you are to inform school immediately - (Lisa 0272009756 or Christee 0212115638 or the Office 027 285 7865)
- If your child is not going to be at school, please use the app or text the office (027 285 7865) with your child's name, room number, and reason for their absence.

6. Assemblies

- Hub Assemblies may continue using safe distancing. Whole school assemblies will not occur under Alert Level 2. Any singing during Alert Level 2 would need to take place outside and people need to be 2 meters apart. For this reason Kapahaka, Choir and Pasifika practices will not be taking place.

We thank you in advance for following these strict procedures to help ensure the safety of everyone at school while in Alert Level 2. Please ensure you discuss these procedures with your child(ren).

If you have any questions please don't hesitate to get in contact with either Lisa 0272009756 or Christee 0212115638 or by emailing your child(ren)'s teacher. We look forward to welcoming your children back again next week.

Kind regards,

Lisa, Christee and the Staff of Whitney Street School